



## CITY OF FALLS CHURCH

HARRY E. WELLS BUILDING  
300 Park Avenue – Falls Church, VA 22046-3332

Department of Development Services

Zoning Division

Phone: 703.248.5015

FAX: 703.248.5184

### **SIGN PERMITS: ALTERATION OR NEW SIGN INSTALLATION**

City Code 38-35(p)

Prior to the alteration of an existing sign or the installation of a new sign, the City of Falls Church form “Application for Sign Permit” must be completed and submitted to the Zoning Administrator.

In addition to the information requested by the application itself, the following items must also be submitted:

- Drawings depicting the design of each face of the sign and the support structure, if any. The drawings must also indicate the total area of the sign, the sign height, color scheme and a description of the sign structure, the materials used and the sign lighting, if any.
- A plan of the property depicting the proposed location of the sign in relation to existing and proposed buildings, streets and other signs.
- Samples or pictures of sign facing materials and colors.
- Drawings or photographs of existing building façades showing the principal façade features and the location of any signs.
- Proof that the owner or lessee of the building, structure or land has granted consent for the sign.
- Written permission for city officials to enter upon the premises to enforce the provisions of 38-35 of the City of Falls Church Code. Permission must include entry to perform inspections and to remove any sign that violates city code.
- Consent in writing to indemnify and hold harmless the City of Falls Church from any damages, liability, judgments, costs or expense the city may suffer with regard to the sign. A bond or insurance policy may also be required.
- The license number of the contractor who will erect the sign.

The Zoning Administrator will schedule the application for review by the Architectural Advisory Board (AAB). After review by the AAB, the application will be forwarded to the Division of Inspections, who may require separate building and electrical permits. Signs requiring a variance to the code will also be heard by the Board of Zoning Appeals (BZA).

Note: The AAB and BZA will each require 6-8 duplicate sets of the above materials for use by each board member and the Zoning Division office.

Work authorized under a sign permit must be completed within six months for an existing business or 12 months for a new construction.

Final approval or rejection of the sign permit will be made by the Zoning Administrator following satisfactory review and filing of permits as described above. The Zoning Administrator may revoke a sign permit if a sign is found to be in violation of the code.

Rejections and revocations of sign permits may be appealed to the (BZA) within 30 days of the decision being appealed. The sign fabricator is responsible for field verifying that the location identified to receive the approved sign is available, and will receive the sign as described by the applicant and/or recommendations of the AAB, prior to sign fabrication.

*Note: This is a summary of the Code. Please refer to 38-35 (p) – (u) for specifics and additional information. An online version of the Code is available at-- <http://www.ci.falls-church.va.us/>*